

# *CerTest* **How-Do-I? Guide**

**Version 4.0  
Aug 2001 Edition**

*HQ Air Force Civil Engineer Support Agency*

*Providing the best tools, practices, and professional support  
to maximize Air Force Civil Engineer capabilities  
in base and contingency operations.*

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## **1. PURPOSE**

Based on customer feedback, we have created this document to help our customers perform the most common tasks in the CerTest computer-based testing program. As you become comfortable using CerTest and begin performing more advanced functions, you can obtain help performing these functions by using the Help pull-down menu in CerTest to access information or instructions on the topic you need help with.

Before printing this document view it using the Print Preview function to ensure that the pages correspond with the Table of Contents.

## **2. CERTEST OVERVIEW**

CerTest is an interactive computer-based certification and testing program designed to test and certify a student's knowledge of various job-related subjects. CerTest has been in use since 1989 and transitioned to the Windows environment in the fall of 1995. CerTest has been used by thousands of personnel worldwide.

While CerTest is distributed with a number of tests already in the system, it is a program that is much more powerful than a standard test display mechanism. Tests within CerTest use a variety of question types, including true/false, multiple choice, fill-in-the-blank, matching, sequencing, multiple/multiple choice, and graphic identification. In addition, scenarios can be used with any question type so that students can be tested on application-type knowledge. Any training materials, such as videotapes, print-based materials, and multimedia programs can be used with the CerTest system.

CerTest has two primary parts; the student section and the management section. In the student section, students can take tests and manage their training schedule by keeping track of their student record.

Using CerTest, you can perform a number of management functions. Most of these functions are available by accessing one of four lists available from the File menu; the Student List, Manager List, Test List, and Graphics Library.

Using the Student List, you can add and delete students to CerTest and keep track of your student's records and progress. In addition, managers must “unlock” each test for the students. Within the Student List, you may view lists of students within the system, or may focus on one student's record. This record contains the student's status for each test as well as lock/unlock information and historical data about specific tests.

There may be a number of managers in the CerTest system at any one time, and different managers may have different privileges. You can refer to the Manager List to see what privileges are available to you or to add another manager with comparable privileges. However, do not add

a manager to CerTest unless you have been authorized to do so. The program will allow only three managers have test locking/unlocking privileges at any one time.

The Test List is the most powerful feature of CerTest. It is this feature that turns CerTest for Windows from a test display mechanism to a training development tool. The test list is the area of CerTest where you, as a manager, can create your own tests and track data about tests already in the system.

When developing tests, you can create questions using any of the seven question types and can build scenarios into any question. You can also set the criterion level, provide section information, add notes about the test for the student, and set the size of the question pools.

In addition, graphics may be used to support any question type. Thus, when developing a test, go to the Graphics Library to pull graphics into your questions. CerTest is distributed with hundreds of graphics. When developing a test, you may use the graphics already in the Graphics Library, or you can import select graphics into the library from other graphics packages.

In addition to the four available lists, there are other features in CerTest for Windows such as the ability to customize and print a variety of reports, statistical data collection, the ability to upload and download student records and tests, and back-up and restore features.

Security is an important part of the CerTest system. Thus, there are a number of "security features" built into CerTest. First, for both students and managers, entry into CerTest is password protected, and passwords are encrypted. Also, all tests in the system are "locked" and managers must unlock each test before a student has access. Most tests will automatically lock once it has been passed once or failed twice. Access to that test is then only available to a student if a manager unlocks the test again.

Another security feature is the three-randomization techniques used in CerTest. First, test questions are pulled from a pool of questions. Secondly, once the questions have been determined, they appear in a random order. Finally, for multiple choice, multiple/multiple choice, matching, and sequencing questions, the responses are displayed in a random order. Additionally, all CerTest student, manager, and test data is encrypted.

All tests distributed within CerTest have gone through an extensive test development process that included reviews by both test development experts and subject matter experts. However, if a student wishes to challenge a test question, he/she may challenge the question by clicking the hand icon on the toolbar, or by selecting "Challenge This Question" from the Help menu. This allows the student to type a short description of the error. You may view, print, or download some or all of these Question Challenges. See the "Challenging Questions" section of this guide for more details.

### **3. HOW TO START CerTest**

1. From the Program Manager, double-click on the *CerTest* icon.
2. Click on the *CerTest* title screen to get to the log-on screen.
3. Enter the following Social Security Number and password.

If you are installing *CerTest* on a computer for the first time, your system comes pre-loaded with the manager Sir Test. To log-on as “Sir Test”, type:

Social Security Number: **123-45-6789**

Password: **CE**

4. Site Information: After you log-on to CerTest the first time, you will be asked to enter your Site Name. The Site Name consists of your base name followed by a computer designation/location. This will only need to be done once per computer.

Example: Tyndall AFB FL  
Computer #1

**\*\*Once you have added yourself as a manager (with all privileges); log on once again using your log on information. Then delete “Sir Test”. Until you have deleted “Sir Test” your CerTest is NOT secure and subject to being compromised!!**

### **4. HOW TO OPEN STUDENT LIST**

*To open the student list:*

1. Select File (menu bar).
2. Select Open Student List.

Use the Specialty drop-down list box to limit the student list to only students in a specific specialty.

Shortcut keys:

CTRL + S will also open the student list.

## 5. HOW TO ADD A STUDENT

1. Open Student List.
2. Select Edit (menu bar).
3. Select Add Student.
4. On the New Student Information screen:

Input:

- a) Student's Last Name
- b) Student's First Name
- c) Student's Social Security Number (SSN)
- d) Rank and Middle Initial are optional.

Select:

- a) Specialty by double clicking on the student's career-related AFSC
5. Select Password.
6. In the Change Student's Password dialogue box:
  - a) Input the New Password.
  - b) Verify the password by inputting what was typed in the New Password text box.
  - c) Select OK.
7. Select OK on the Student Information screen.

A system message displays informing you that the student you enrolled has been added.

8. Select OK in the system message box.

Shortcut keys:

Pressing the SHIFT + INSERT keys or clicking on the "+" icon in the tool bar will replace steps 2 and 3.

### Additional information:

A student may enroll in more than one Specialty at a time. This is not the norm but if you find a need for this capability, it is available to you by just double-clicking on a second Specialty.

## 6. HOW TO DELETE A STUDENT

1. Open Student List.
2. Highlight the student's name for deletion.
3. Select Edit (menu bar).
4. Select Delete Student.
5. Select Yes in the Delete Student(s) confirmation box.

**Warning:** Deleting a student removes ALL the student's records (test scores and history) from the CerTest System.

Shortcut keys:

SHIFT + DELETE will replace steps 3 and 4.

Additional Information:

You may select multiple students for deletion.

## 7. HOW TO EDIT STUDENT INFORMATION

1. Open Student List.
2. Highlight the name of the student whose information you want to update or change.
3. Select View (menu bar).
4. Select Student Info.
5. The Student Information screen displays. You can edit/change the student's information and/or password on this screen.

Shortcut:

Clicking on the "i" icon will replace steps 3 and 4.

## 8. HOW TO LOCK AND UN-LOCK TESTS

Locking and unlocking a test allows the manager to open a test for a student to take or close a test to prevent a student from taking or viewing it. If a test is locked, a key is displayed to the left of that test's name on the Student Record screen.

1. Open Student List.
2. Highlight the name of the student whose record you want to view.
3. Select View (menu bar).
4. Select Student Record.
5. Highlight the desired test for locking or unlocking on the Student Record screen.
6. Click on the key icon directly below the menu bar.

### Helpful Hints:

You can double-click on the lock column next to a test to toggle the lock status.

You can use the L and U keys to Lock or Unlock tests instead of the key icon in the tool bar.

**Note: Only three (3) CerTest managers have the Lock/Unlock Tests privilege at a time.**

For test security purposes, each student may have only one (1) Hazardous Materials test (tests 8501 through 8512) unlocked at a time.

For test security purposes, when a student exits CerTest, any unlocked Hazardous Materials test will be locked for that student. A manager will have to unlock the test before the student may take the test.

### Additional Information:

You can lock and unlock more than one test by:

1. Pressing the CTRL key while clicking on a test will make an additional selection without deleting any previous selection(s).
2. Pressing the SHIFT key while clicking on another test will select that test and all the tests between an earlier selection and your current selection.



*To lock/unlock a test for multiple students at once:*

1. Open Test List.
2. Highlight the test you want to lock/unlock.
3. Click on the key icon directly below the menu bar.
4. Highlight the students for whom you wish to lock/unlock the test.
5. Click the Unlock button to unlock the test for the highlighted students, or click the Lock button to lock the test.

*To exit the Student Record screen:*

Press CTRL + S.

## **9. HOW TO BOOKMARK A QUESTION**

When taking a test, a student may choose to mark a question and return to it later before the test is exited and scored.

*To bookmark a question:*

1. Click on the Bookmark check box (lower left hand corner of the computer screen).
2. Name the bookmark or accept the name provided.
3. Select OK.
4. Select Next to move forward in the test or the back arrow to move backward in the test.

*To return to a bookmarked question:*

1. Select Bookmark (menu bar).
2. Select the desired bookmark.

*To release a desired bookmarked question:*

1. Click on the Bookmark check box (lower left screen).

### Additional Information:

When you choose to Exit and Score a test, a system message appears if you have any bookmarked questions. This message asks you if you want to exit with questions still bookmarked.

## 10. HOW TO MOVE WITHIN A TEST

*To move forward one question at a time within a test:*

1. Select Next (located in the top left-hand corner of computer screen)  
  
**or..**
2. Press Enter **or** Select the View (menu bar)
3. Then Select Next Question **or** CTRL + N  
  
**or..**
4. Click on the arrow button located on the horizontal scrolling bar in the lower right-hand corner of the test screen

*To move forward one or more questions at a time:*

1. Drag the horizontal scrolling bar to the right.

*To move backwards one question at a time within a test:*

1. Select the left arrow icon in the tool bar (located left of Next button)  
  
**or..**
2. Select the View (menu bar) and Select Previous Question **or** Press the CTRL + P keys  
  
**or..**
3. Click on the left arrow located on the horizontal scrolling bar in the lower right-hand corner of the test screen.

*To move backward one or more questions at a time:*

1. Select the Bookmark (menu bar).
2. Select Last Viewed Question  
  
**or..**
3. Drag the horizontal bar in the lower right-hand corner of the test screen to the left.

## 11 HOW TO VIEW A DETAIL TEST RECORD

The details of a student's individual tests are found on the **Test Summary** screen.

*To display the details of a student's test:*

1. **Open Student List.**
2. Highlight the student whose tests' results you want to view.
3. Select View (menu bar).
4. Select Student Record.
5. Highlight test on **Student Record** you want to view.
6. Select View (menu bar).
7. Select Detail.

Test Summary screen appears.

8. Select Cancel to exit when you are finished viewing.

## 12. HOW TO VIEW A TEST SUMMARY

The Test Summary screen is used to view the detail of one of the tests an individual student took. It indicates how a student scored on the test.

The Test Summary contains:

- The student's score
- The passing score for the test
- Whether or not the student passed the test
- Number of questions presented and correct for each section of the test

### Student Record

The Student Record screen displays the student's *CerTest* profile.

*To view a Student's Record:*

1. **Open Student List.**
2. Highlight the name of the student whose record you want to view.
3. Select View (menu bar).
4. Select Student Record.
5. Student Record screen displays. This screen displays the student's test profile. This profile includes:
  - a) Student's Specialty
  - b) What tests the student is authorized to take
  - c) Each test's statistics
  - d) The student's test score, the test score's date, and the number of times the student took the test

*To exit the Student's Record:*

Press CTRL + S.

### Helpful Hints:

- Double clicking on a student replaces steps 2 through 4.
- Pressing the Enter key replaces steps 3 and 4.

### **13. HOW TO VIEW STUDENT RECORDS**

The Student Record screen displays the student's CerTest profile.

1. Open Student List.
2. Highlight the name of the student whose record you want to view.
3. Select View (menu bar).
4. Select Student Record.
5. Student Record screen displays. This screen displays the student's test profile. This profile includes:
  - a) Student's Specialty
  - b) What tests the student is authorized to take
  - c) Each test's statistics
  - d) The student's test score, the test score's date and the number of times the student took the test

*To exit the Student's Record:*

Press CTRL + S.

#### Helpful Hints:

- Double clicking on a student replaces steps 2 through 4.
- Pressing the Enter key replaces steps 3 and 4.

## 14. HOW TO PRINT A STUDENT RECORD

The Print function allows you to print a hard copy of a Student Record.

*To print a student record:*

1. **Open Student List.**
2. Double-click on the student whose record you want to view/print. Student Record screen displays.
3. Select File (menu bar).
4. Select Print.  
  
Report Format box displays.
5. Click on the Display Social Security Number check box if you do not want the student's Social Security Number to appear on the printout.
6. Select **Print Full Record, Organized by Training Area** to print all the posttests in the student's record, organized by Training Area. Any Filter/Sort options will be ignored when printing using this option.

**or..**

Select **Print Record as Currently Displayed** to print only those tests that are displayed as a result of the current Filter/Sort options. This print will also be limited to only the selected Training Area (if not *All Training Areas*).

7. The **Print Preview** screen displays.  
  
Select the printer icon from the tool bar at the top of the screen.
8. Select Print Range. (The default is all pages.)
9. Input number of copies. (The default is 1.)
10. Select OK. The Student Record screen displays.

Shortcut:

Click on printer icon in tool bar to replace steps 3 and 4.

## 15. HOW TO COPY A STUDENT'S RECORD TO A DISKETTE

You may want to back up one or more students' record(s) from the CerTest system to a diskette. This backup copy can be used to reinstall a student record(s) that was deleted from the CerTest system, to copy a student record from one computer system to another, or to replace a student record that has become corrupted. If a student record becomes corrupted, the student should be deleted before you copy student from diskette.

1. Open Student List
2. Highlight the student(s) to copy.
3. Select Copy to Diskette (File pull-down menu).
4. Select Yes in the Copy Student(s) box.
5. In the Copy Student(s) To box:

Select:

- The drive containing the target diskette
- The Directory

Input:

- The file name in the File Name test box
6. Select OK.
  7. Select OK in the Copy Complete information box.

**Shortcut Key:** Pressing the F8 key or clicking on the disk icon in the tool bar replaces step 3 above.

**Helpful hint:** You may copy more than one student record at a time by selecting multiple records. To select a block of student records, highlight the first student in the block then press and hold the SHIFT key while clicking on the last student in the block. To select multiple student records that are not in sequence, press and hold the CTRL key while clicking on each record you want to copy.

**Additional information:** Student files have an extension of .std. When you copy students to a diskette, a text file is also created on the diskette. This text file has the same name as the student file, but has a .txt extension. The text file contains a list of all students copied into the student (.std) file and may be viewed using Windows® Notepad.



## 16. HOW TO COPY A STUDENT'S RECORD FROM A DISKETTE

You may want to copy a student record from a diskette in order to reinstall a student who has been deleted from the CerTest system or to move a student from one computer system to another. If a student record is corrupted, the student should be deleted before the record is copied to the system from a diskette.

If you copy a student from a diskette and the student already exists in the system, you will be given the option to merge the record on the diskette with the record on the system. The new student record on the system will contain a history of when each test was taken, but will contain a summary of only the most recent time each test was taken.

*To Copy a Student from Diskette:*

1. Select Copy From Diskette (File pull-down menu).
2. On the Copy From screen:

Select:

- Student from the List Files of Type drop-down list box
  - The drive containing the source diskette
  - The source file name
3. Select OK.
  4. If more than one student record was copied into the selected file, you must select the student record(s) you want to copy in the Copy Students Into CerTest list box. Select copy.
  5. Select OK in the Copy Complete information box.

Helpful Hint:

- If you start this process with Open Student List, CerTest will automatically select Student in the List Files of Type field, allowing you to skip this entry in Step 2 above.

## **17. HOW TO PRINT THE STUDENT LIST**

The Print function allows you to print a hard copy of the Student List.

1. Open Student List
2. Select File (menu bar).
3. Select Print.

Report Format box displays.

The format options available are:

- Organize students by Specialty
- Display Rank
- Display Social Security Number

You can choose one or all of these options to format your printout by clicking on the desired check box(es). The default is Display Rank so you will have to deselect it if you do not want this option.

4. Select or deselect the format options. Then select OK.

Print Preview screen displays.

5. Select printer icon in tool bar.
6. Select Print Range. (The default is all pages.)
7. Input number of copies. (The default is 1.)
8. Select OK.

The Student List screen displays.

Shortcut:

Click on printer icon in tool bar to replace steps 2 and 3.

## 18. HOW TO OPEN THE MANAGER LIST

Open Manager List displays all the managers who have access to CerTest.

1. Select File (menu bar).
2. Select Open Manager List.

Shortcut keys:

CTRL + M will also open the manager list.

## 19. HOW TO ADD A MANAGER

Add Manager registers an individual as a manager in the CerTest system.

1. Open Manager List.
2. Select Edit (menu bar).
3. Select Add Manager.
4. On the New Manager Information screen:
  - a) Input:
    - Manager's Last Name
    - Manager's First Name
    - Manager's Social Security Number (SSN)
    - Rank and Middle Initial are optional fields.
  - b) Deselect, if necessary, any Specialty you do NOT want this manager to be able to work within by double clicking on the career-related AFSC
5. Select Password.
6. In the Change Manager's Password dialogue box:
  - a) Input New Password.
  - b) Verify Password by inputting what was typed in the New Password text box.
  - c) Select OK.
7. Select Privileges

Within the CerTest system, a manager can have three types of privileges. These are Test, File, and Personnel privileges. The Privileges screen displays these privilege types and subdivides the responsibilities within each type into check box options.

**Note:** A maximum of three (3) managers may be given the Personnel privilege to Lock/Unlock Tests. If your CerTest system has three managers with the Lock/Unlock Tests privilege, you must remove this privilege from one of these managers before you may give it to another manager.

8. To change the default selections for a privilege on this screen:

Click on the desired option's check box.

9. When the screen reflects the desired privileges for this manager, select OK.

10. Select OK on the New Manager Information screen.

A system message displays informing you that the new manager you enrolled has been added.

11. Select OK in the system message box.

Shortcut keys:

SHIFT + INSERT will replace steps 2 and 3.

**Note:** You cannot give a new manager privileges that you do not have.

## **20. HOW TO DELETE A MANAGER**

Delete Manager removes a manager from the CerTest system.

1. Open Manager List.
2. Highlight the manager's name for deletion.
3. Select Edit (menu bar).
4. Select Delete Manager.
5. Select Yes in the Delete Manager(s) confirmation box.

Shortcut keys:

SHIFT + DELETE will replace steps 3 and 4.

**Note:** You may not edit or delete a manager that has privileges that you do not have.

## 21. HOW TO EDIT A MANAGER'S INFORMATION

Edit Manager Information allows a CerTest manager to update and/or change another CerTest manager's information.

1. Open Manager List.
2. Highlight the name of the manager whose information you want to update or change.
3. Select View (menu bar).
4. Select Manager Info.
5. The Manager Information screen displays. You can edit/change a manager's information and/or password on this screen.
6. To change the manager's privileges, select Privileges

Within the CerTest system, a manager can have three types of privileges. These are Test, File, and Personnel privileges. The Privileges screen displays these privilege types and subdivides the responsibilities within each type into check box options.

**Note:** A maximum of three (3) managers may be given the Personnel privilege to Lock/Unlock Tests. If your CerTest system has three managers with the Lock/Unlock Tests privilege, you must remove this privilege from one of these managers before you may give it to another manager.

7. To change a privilege on this screen:

Click on the desired option's check box.

8. When the screen reflects the desired privileges for this manager, select OK.
9. Select OK from the Manager Information screen to save the changes.

Shortcut keys:

Clicking on the "i" icon in the tool bar can be used in place of steps 3 and 4.

## **22. HOW TO PRINT THE MANAGER LIST**

The Print function allows you to print a hard copy of the Manager List.

*To print the manager list:*

1. Open Manager List.
2. Select File (menu bar).
3. Select Print.

Print Preview screen displays.

4. Select printer icon in tool bar.
5. Select Print Range. (The default is all pages.)
6. Input number of copies. (The default is 1.)
7. Select OK.

The Manager List screen displays.

Shortcut:

Click on printer icon in tool bar to replace steps 2 and 3.



## **23. HOW TO OPEN THE TEST LIST**

Open Test List displays all the tests currently available within the CerTest system.

1. Select File (menu bar).
2. Select Open Test List.

All the tests available within the CerTest system are available for viewing in the Tests box when you first open the test list. Use the Specialty and Training Area drop-down list boxes to limit the test list to only tests in a specific Specialty and/or Training Area.

Shortcut keys:

CTRL + T will also open the test list.

## 24. HOW TO ADD A TEST

Add Test creates a test and adds that test to the CerTest system. Test questions are then created using Edit Test.

1. Open Test List.
2. Select Edit (menu bar).
3. Select Add Test.
4. On the Test Information screen:

Input:

- Test Number (Test numbers 100 through 999 and 8000 through 9999 are reserved for DoD Wide tests.)
- Test Name
- Passing Criterion (This determines what score the student must get in order to pass the test.)

Select:

- Specialty/Training Area
  - Statistical Data Type
5. Select OK.

**Note:** A test must be in at least one Specialty/Training Area.

Shortcut keys:

Pressing SHIFT + INS or holding down the SHIFT key while clicking on the plus icon on the tool bar can be used in place of steps 2 and 3.

## **25. HOW TO DELETE A TEST**

Delete Test erases a test from the CerTest system. Before a test can be deleted, all the questions for that test must be deleted using Remove Question.

**Warning:** Once a test is deleted, you will not be able to undo the deletion. You will have to recreate the test. Also, any students who have taken the test will lose their score/detail record/history for the test.

1. Open Test List.
2. Highlight the desired test.
3. Select Edit (menu bar).
4. Select Delete Test.
5. Select Yes.

Shortcut keys:

Pressing SHIFT + DEL or holding down the SHIFT key while clicking on the scissors icon in the tool bar can be used in place of steps 3 and 4.

## 26. HOW TO ENABLE SECURE TESTS

Some tests within CerTest are Certification tests and will not be available without permission from the Air Force Project coordinator listed in your CerTest Procedural Guide. These tests are:

EPA CFC Tests:

8000	CFC Core Test
8001	CFC Type I Test
8002	CFC Type II Test
8003	CFC Type III Test

Hazardous Materials Tests:

8501	(CDC 47201) Awareness (Test A)
8502	(CDC 47201) Awareness (Test B)
8503	(CDC 47202) Operations - Part 1 (Test A)
8504	(CDC 47202) Operations - Part 2 (Test A)
8505	(CDC 47202) Operations - Part 1 (Test B)
8506	(CDC 47202) Operations - Part 2 (Test B)
8507	(CDC 47203) Technician - Part 1 (Test A)
8508	(CDC 47203) Technician - Part 2 (Test A)
8509	(CDC 47203) Technician - Part 1 (Test B)
8510	(CDC 47203) Technician - Part 2 (Test B)
8511	(CDC 47205) Incident Commander (Test A)
8512	(CDC 47205) Incident Commander (Test B)

To enable either group of tests, you must call the point of contact (POC) listed in the Procedural Guide, give them your eight digit Site Code, and get the corresponding eight digit Enable Code.

*To Enable Secure Tests:*

1. Select Enable Secure Tests from the File menu.
2. Highlight the Test Group you wish to enable.
3. Contact the POC identified in the Contact Information box, and give them your eight digit Site Code. The POC will then give you a corresponding eight digit Enable Code.

**Note:** Your Site Code may be different for each Test Group. Be sure the correct Test Group is highlighted when you refer to the Site Code.

3. Enter the eight digit Enable Code and select OK.

**Note:** The POC may not be available when you call. Leave your Site Code and the POC will call you back. When you receive the Enable Code, select Enable Secure Tests again and enter the Enable Code.

## **27. HOW TO PRINT THE TEST LIST**

The Print function allows you to print a hard copy of the Test List.

1. Open Test List.
2. Select File (menu bar).
3. Select Print.

Report Format box displays.

4. Click on the Organize Tests by Location check box if you want the printout to include all the Specialties/Training Areas each test is assigned to.
5. Click on OK.

Print Preview screen displays.

6. Select printer icon in tool bar.
7. Select Print Range. (The default is all pages.)
8. Input number of copies. (The default is 1.)
9. Select OK.

The Test List screen displays.

Shortcut:

Click on printer icon in tool bar to replace steps 2 and 3.

## 28. HOW TO COPY A TEST TO DISKETTE

You may want to back up individual tests from the CerTest system to a diskette. This backup copy can be used to reinstall a test that was deleted from the CerTest system, to copy a test from one computer system to another, or to replace a test that has become corrupted.

1. Open Test List.
2. Highlight the desired test(s).
3. Select Copy To Diskette (File pull-down menu).
4. Select Yes in the Copy Test(s) box.
5. On the Copy To screen:

Select:

- The drive containing the target diskette
- The Directory

Input:

- The target file name
6. Select OK.
  7. Select OK in the Copy Complete information box.

Shortcut Key:

Pressing the F8 key or clicking on the disk icon in the tool bar replaces step 3 above.

Helpful Hint: You may copy more than one test at a time by selecting multiple tests. To select a block of tests, highlight the first test in the block then press and hold the SHIFT key while clicking on the last test in the block. To select multiple test records that are not in sequence, press and hold the CTRL key while clicking on each test you want to copy.

Additional information: Test files have an extension of .tst. When you copy tests to a diskette, a text file is also created on the diskette. This text file has the same name as the test file, but has a .txt extension. The text file contains a list of all tests copied into the test (.tst) file and may be viewed using Windows® Notepad.

## **29. HOW TO COPY A TEST FROM DISKETTE**

You may want to copy a test from a diskette in order to reinstall a test that has been deleted from the CerTest system, to copy a test from one computer system to another, or to replace a test that has become corrupted.

1. Select Copy From Diskette (File pull-down menu).
2. On the Copy From screen:

Select:

- Test from the List Files of Type drop-down list box.
  - the drive containing the source diskette from the Drives drop-down list box
  - the Directory
  - the source file name from the File Name list
3. Select OK.
  4. If more than one test record was copied into the selected file, you must select the test record(s) you want to copy in the Copy Tests into CerTest list box. Select Copy.
  5. Select OK in the Copy Complete information box.

### Helpful Hint:

- If you start this process with Open Test List, CerTest will automatically select Test in the List Files of Type field, allowing you to skip this entry in step 2 above.

### 30. HOW TO ASSIGN A TEST TO A SPECIALTY OR TRAINING AREA

Specialties are career-related AFSCs. Training Areas are subdivisions of Specialties. Tests must be assigned to one or more Specialties. Within each Specialty the test must be assigned a Training Area. The Training Area determines where in the Specialty the test will appear for a student.

A Training Area Pretest is composed of designated questions from all the sections in all the tests assigned to a Training Area.

1. Double-click on the desired Specialty in the Specialty/Training Area Location list box on the Test Information screen.
2. Highlight the desired Training Area within the Training Area list box.
3. Select OK.

Observation:

A blue check mark displays next to the Specialty. The Training Area is displayed below the Specialty with a blue connecting line.

**Note:** Pretests for Training Areas will automatically be updated to include the Pretest designated questions from the tests assigned to the Training Areas.



### **31. HOW TO MOVE A TEST TO ANOTHER TRAINING AREA**

Moving a test to another Training Area within a Specialty does not affect student scores/detail records/history for that test.

1. Open Test List.
2. Highlight the desired test.
3. Select View (menu bar).
4. Select Test Info.
5. Double-click on the Training Area you wish to move the test from in the Specialty/Training Area Location box.

The Training Area List is displayed.

6. Select a new Training Area within the Specialty by:
  - Highlighting the new Training Area in the Training Area List.
  - Selecting OK.
7. Verify the change on the Test Information screen.
8. Select the OK button on the Test Information screen.

#### Helpful Hint:

To find all the tests assigned to a specific Training Area, select the Training Area from the Training Area drop-down list box on the Test List screen. (Be sure All Specialties are selected in the Specialty drop-down list box on the Test List screen.)

### **32. HOW TO OPEN A TRAINING AREA LIST**

Open Training Area List displays all the available Training Areas in CerTest.

1. Select File (menu bar).
2. Select Open Training Area List.

Training Areas screen displays.

### 33. HOW TO ADD A TRAINING AREA

All tests are located in Training Areas and Specialties. You can create Training Areas as a way to group the tests that you develop. There is one generic Site Specific Training Area; however, you can customize the Training Area, or create additional site specific Training Areas.

When you add a Training Area, it will be site specific unless you have DoD-wide test privileges.

1. Open Training Area List.
2. Select Edit (menu bar).
3. Select Add Training Area.

Training Area Information box displays.

4. Input a name for the new Training Area in the Training Area Name text box.
5. Managers cannot add a DoD Wide Training Area unless they have the create/edit DoD Wide Tests privilege.

If you have DoD Wide Tests privilege and you want to add a DoD Wide Training Area, you will need to deselect the Site Specific Training Area check box.

6. If you wish a pretest to be generated for the named Training Area:
  - Select Pretest Available by clicking on the check box.
  - Select Pretest Info button.
  - The default for the Pretest Name is the Training Area name with "Pretest" added. The default Pretest Name can be edited.
7. Use the up and down arrows above and below the word "Move" and to the right of the box labeled Location in Training Area List to select where the new Training Area will appear in the Training Area List.

**Note:** Any Training Area above the dotted line is DoD Wide. Any Training Area below the dotted line is Site Specific.

8. Select OK to add the Training Area at the indicated position to the Location in Training Area List.

### 34. HOW TO DELETE A TRAINING AREA

Delete Training Area removes the Training Area from the CerTest System. Before a Training Area can be deleted, all the questions and any test(s) associated with that Training Area must be deleted/removed from the CerTest system or the tests in that Training Area must be moved to another Training Area.

**Warning: Once a Training Area is deleted, you will not be able to undo the deletion. You will have to add the Training Area again and recreate or reassign the test(s). Also, any students who have taken the test will lose their score/detail record/history for the test if you delete the test or move the test from a student's specialty.**

1. Before deleting a Training Area, you must first Move all Tests assigned to that Training Area into another Training Area, or Delete All Tests in that Training Area.
2. Open Training Area List.
3. Highlight the Training Area you wish to delete.
4. Select Edit (menu bar).
5. Select Delete Training Area.

If a Training Area contains tests when you try to delete it, a system message displays informing you that the Training Area may not be deleted until all tests are removed from it.

### 35. HOW TO VIEW THE TRAINING AREA INFORMATION SCREEN

The Training Area Information screen is accessed through View in the menu bar. On this screen you can change the selected Training Area's name, select/deselect Pretest Available, add/edit the Pretest Information if Pretest Available is selected, and/or move the selected Training Area to a new location in the Training Area list.

1. Open Training Area List.
2. Highlight the desired Training Area.
3. Select View (menu bar).
4. Select Training Area Info.

Training Area Information screen displays.

**Note:** Managers cannot view the Training Area Information on a DoD Wide Training Area unless they have the create/edit DoD Wide Tests privilege.

5. On the Training Area Information screen, you can:
  - Edit the selected Training Area's name.
  - Select/deselect Pretest Available.
  - Move the selected Training Area to a new location in the Training Area list using the up and down arrows next to the Location box.

The Training Area Information screen contains the following buttons:

- Pretest Info which allows you to add/edit the Pretest Information if Pretest Available is selected.
- Help which will display the available information on this screen.
- Cancel which returns you to the Training Area List without saving any changes made to the information on this screen.
- OK which returns you to the Training Area List screen and saves the changes made to the information on the Training Area Information screen.

### 36. HOW TO VIEW ALL RECORDS IN A SPECIALTY & PRINT A REPORT

This is one of the report options in the Report pull-down menu. If you make no changes to the Report Options screen, this menu option will print a report by specialty. Under each Specialty, each student assigned to that specialty will be listed alphabetically. Under each student's name, all the tests in the student's record will be listed and sorted by Training Area. The lock status, title, test status (needed, passed, or failed), score, date last taken, and number of attempts will be indicated for each test.

*To choose the All Records in a Specialty option and print the report:*

1. Select Reports (menu bar).
2. Select All Records in a Specialty.  
  
Report Options screen displays.
3. Select Print Report.  
  
Print Preview screen displays.
4. Select printer icon in tool bar.
5. Select Print Range. (The default is all pages.)
6. Input number of copies. (The default is 1.)
7. Select OK.

**Important Note:** Depending upon the number of students you have enrolled, it may take several minutes (possibly hours) to generate the report before it displays on the Print Preview screen. The more you filter and limit the report, the faster the report will be generated.

### 37. HOW TO CHOOSE THE TESTS TAKEN IN THE LAST 30 DAYS & PRINT

This is one of the report options in the Report pull-down menu. If you make no changes to the Report Options screen that displays after you make this selection, a report by specialty for each student assigned to that specialty who has taken a test within the last 30 days will be generated. For each student, the tests will be sorted by Training Area. The lock status, title, test status (needed, passed, or failed), score, date last taken, and number of attempts will be indicated for each test.

1. Select Reports (menu bar).

2. Select Tests - Last 30 Days.

Report Options screen displays with the option All tests that have been taken between the dates (30 days before) and (present date) filled in and selected.

3. Select Print Report.

Print Preview screen displays.

4. Select printer icon in tool bar.

5. Select Print Range. (The default is all pages.)

6. Input number of copies. (The default is 1.)

7. Select OK.

**Important Note:** Depending upon the number of students you have enrolled, it may take several minutes to generate the report before it displays on the Print Preview screen.

### 38. HOW TO CHOOSE THE SPECIALTY COMPLETION REPORT & PRINT

This is one of the report options in the Report pull-down menu. If you make no changes to the limited Report Options screen that displays after you make this selection, a report is generated listing all students alphabetically. Beneath each student is listed the student's specialty and the percentage of tests within that specialty that the student has mastered. Below each specialty is listed the percentage completion for each of the training areas within that specialty.

1. Select Reports (menu bar).
2. Select Specialty Completion Report.

A Report Options screen displays.

To limit the report to only students who have completed more than a certain percentage of their specialty, enter the percentage in the appropriate blank.

The default report covers All Specialties and All Training Areas. You may select a specific specialty or training area to limit the report.

The default report will print each student's completion percentage as of 30 days ago, as well as their current completion percentage. To not print the percentage from 30 days ago, uncheck the "30 Day Progress Report" box.

**Note:** Unchecking the "30 Day Progress Report" box will speed up the generation of the report.

To print the training area break down for each specialty, check the "Display percentage completion for Training Area(s)" box.

If you do not want to have the Social Security Number of each student displayed, click the "Display Social Security Number" box.

3. Select Print Report.

Print Preview screen displays.

4. Select printer icon in tool bar.
5. Select Print Range. (The default is all pages.)

6. Input number of copies. (The default is 1.)
7. Select OK.

**Important Note:** Depending upon the number of students you have enrolled, it may take several minutes to generate the report before it displays on the Print Preview screen.



### 39. HOW TO CHOOSE THE CUSTOM OPTION & PRINT REPORTS

This is one of the report options in the Report pull-down menu. Use this report option if you want to generate a report covering more than one student. For example, if you want a list of any student who has taken a specific test or you want a report on the test status for each student enrolled and you want the students listed alphabetically.

1. Select Reports (menu bar).
2. Select Custom.

The Report Options screen displays.

3. Make the needed selections to customize your report.
4. Select Print Report.

Print Preview screen displays.

5. Select printer icon in tool bar.
6. Select Print Range. (The default is all pages.)
7. Input number of copies. (The default is 1.)
8. Select OK.

**Important Note:** Depending upon the number of students you have enrolled, it may take several minutes (possibly hours) to generate the report before it displays on the Print Preview screen. The more you filter and limit the report, the faster the report will be generated.

## 40. REPORT OPTIONS

The Report Options screen allows you to make selections that determine what the report will contain and look like. Once these selections are made, the report output will display on the screen during Print Preview with the option of printing a hard copy.

The following Report Restrictions are offered:

- Specialty (All Specialties is the default.)
- Training Area (All Training Areas is the default.)

The Specialty and Training areas can be changed to meet your specific need(s) by making a selection from the drop-down menu available for each of these options.

*To specify the organization of the report output, you:*

- Select Organize Report.

The Report Organization determines how the student test data is arranged in the report. The following six options are available for organizing your report:

- (1) Specialty  
Student (alphabetic)  
Training Area  
Test (by number or by date)
- (2) Student (alphabetic)  
Specialty  
Training Area  
Test (by number or by date)
- (3) Specialty  
Training Area  
Test (by number)  
Student (alphabetically, date, or score)
- (4) Test (by number)  
Specialty  
Training Area  
Student (alphabetically, date, or score)
- (5) Test (by number)  
Student (alphabetically, date, or score)

- (6) Student (alphabetic)  
Test (by number or by date)

The default is option number 1. The Student or Test options, when available, are made by clicking on the associated option buttons in the Order Students and Order Tests dialog boxes at the bottom of the Report Organization screen.

*To specify which fields you wish to appear on the report, you:*

- Select Field Options.

All the fields displayed on the Student Record are selected as defaults in the Field Options dialog box. These include:

- Social Security Number
- Lock Status (Lock or Unlock)
- Test Title
- Test Status (Needed, Passed, and Failed)
- Test Score
- Date Test Last Taken
- Number of Attempts at Test

If you do not want a field included on the report, you deselect it by clicking on the check box.

Besides these six fields there is also a Social Security Number check box. Select this check box if you want the students' Social Security Numbers displayed on the report.

To filter and limit the tests displayed on the report, select one or more of the following options:

- A single test
- All tests that have been taken:
  - with a score between two percentages
  - with a specific number of attempts or more
  - between two specific dates
- Only tests that have been:
  - passed
  - failed
- Only tests that are:
  - unlocked
  - locked

## 41. HOW TO DOWNLOAD STATISTICAL DATA

*To download Statistical Data:*

1. Open the Statistical Data Utilities.
2. Highlight the type of data (DoD Wide Data) you want to download.
3. Select Download Data.

The “Copy Statistical Data To” screen displays.

4. Select the drive from the Drives drop-down list box.
5. Select the Directory.
6. Accept the default in the File Name test box as each file is assigned a unique name so the CerTest System will not allow you to download the file under any other name.
7. Select OK.
8. Click on OK in the Download Complete! information box when it displays.

You are then returned to the Statistical Data Utilities screen.

## 42. HOW TO BACK UP THE CERTEST SYSTEM

Backing up the CerTest system ensures having a copy of CerTest with all tests and student records in the event that your computer crashes or that your network or hard drive becomes corrupted. The system should be backed up at least once a week, more often if there are frequent changes in tests or student records.

1. Select Backup CerTest System from the File menu.
2. Select the type of CerTest Backup you wish to make:
  - Site Specific Backup - This is the recommended backup type. This option makes a backup of all student data, current statistical data, managers, and site specific tests and graphics.
  - Site Specific Backup - No Tests - Use this option when there are site specific tests in the CerTest system and they have already been backed-up (copied) to diskette.
1. On the **Backup CerTest System To** screen:

Select:

- The target drive from the Drives drop-down list box
- The Directory

**Note:** You may not change the file name of the backup file:

- Site Specific Backups must be named CTBACKUP.001
4. Select OK.
  5. If necessary, respond to any information boxes that appear.
  6. Select OK in the Backup Complete box.

### Additional Information:

To restore from the backup diskettes you've created, select Restore CerTest System.

In addition to the backup file, CerTest creates a text file that contains the date of the backup, the name of the Site and Station from which the backup was made, and the CerTest version number. For Site Specific Backups, this file is named CTBACKUP.TXT.

The Backup CerTest option does NOT backup archived statistical data.

### Helpful Hints:

- If you are backing up the system onto disks, be sure to have several high-density disks ready to store the backup files.
- If you are running CerTest on a network, you may not need to use the Backup CerTest option. Check with your network administrator about how your network is backed up. Networks often have a tape backup system. If your network is frequently backed up, you should not need to use the Backup CerTest option.

### 43. HOW TO RESTORE THE CERTEST SYSTEM

In the event that your computer crashes or that your network or hard drive becomes corrupted, you may need to reinstall the CerTest system records from a backup copy made using the Backup CerTest function.

**Note:** Any student activity that takes place after the backup copy was made will be lost if the system is restored.

To restore the CerTest system from a backup made using the Site Specific Backup option or the Site Specific Backup - No Tests option:

1. Reinstall CerTest using the original installation CD (or disks).
2. Reinstall any CerTest update diskettes that you have received since the original installation CD. Be sure to install them in the order they were received (check the dates and/or version numbers)
3. Start CerTest.
4. If the backup was made using the Site Specific Backup - No Tests option and there were site specific tests copied to diskette, copy these tests back into CerTest from diskette using the Copy From Diskette option.
5. Select Restore CerTest System from the File menu.
6. On the Restore CerTest System From screen:

Select:

- The drive that contains the first backup diskette from the Drives drop-down list box
  - The Directory
7. Select OK.
  8. If necessary, respond to any Information boxes that appear. The restore process may take several minutes or longer.
  9. Select OK in the Restore Complete box.

## 44. HOW TO COMPACT A DATABASE

When you delete a student or a test from CerTest, the Database does not get any smaller. A "hole" remains in the database where the student or test used to be.

If you have deleted many students, due to PCS, retiring, retraining, etc, you may wish to remove these holes by compacting the database. This makes the Database smaller so that it takes up less space on your Hard Drive.

**Warning:** Always use Backup CerTest System before using Compact. If an error occurs while compacting, your CerTest system may no longer be usable and you will have to use Restore CerTest System to restore from your most recent Backup.

1. Select Compact Database (File pull-down menu.)

A message box appears giving the size of the CerTest database.

2. Select OK

Additional Information: If you have not deleted many students or tests, Compact will not significantly reduce the size of the database.

**Note:** If you are running on a network, you must be the only user logged on to CerTest in order to use the Compact Database option.

## 45. HOW TO REPAIR A DATABASE

If there is a power failure or the computer is turned off while CerTest is writing data to the Database, the database may become corrupted. If this happens, the CerTest system will behave strangely and frequent errors will occur. Using Repair Database may fix this kind of a problem. Sometimes the database may be so corrupted as to render it unrecoverable. In this case you must use Restore CerTest System to restore from a previous Backup.

**Warning:** Always use Backup CerTest System before using Repair Database. If an error occurs while repairing, your CerTest system may no longer be usable and you will have to use Restore CerTest System to restore from your most recent Backup.

*To repair the CerTest database:*

Select Repair Database (File pull-down menu.)

**Note:** If you are running on a network, you must be the only user logged on to CerTest in order to use the Repair Database option.



## 46. CHALLENGING QUESTIONS

### *What is a Question Challenge?*

While taking a test, a student may find a question that he/she believes to be erroneous or invalid for some reason (i.e., typo, spelling mistake, missing graphic, ambiguous question, etc.).

### **Challenging Questions:**

1. Click the hand icon on the toolbar, or by select “Challenge This Question” from the Help menu.
2. Type a short but clear description of the error.

**NOTE: “This is a bad question” is not good rationale.**

You may also **view, print, download, or delete** some or all of these Question Challenges.

### **View Question Challenges:**

1. Select File (menu bar).
2. Select Print/Download Question Challenges. The Print/Download Question Challenges window appears.

NOTE: You may restrict the Question Challenges that you print, download or delete by selecting a date range and/or test number range. If you do not select a date range or test number range, all Question Challenges in the Question Challenge database will be printed, downloaded, or deleted.

### **Printing Question Challenges:**

1. Select Print/Download Question Challenges from the File Menu.
2. Enter a date range and/or test number range to restrict the number of challenges you print.
3. Click the Print button.
4. Click the printer icon button to send the challenges to the printer; or, use the other buttons on the toolbar to browse the challenges on screen.

### **Downloading Question Challenges to Disk:**

1. Select Print/Download Question Challenges from the File Menu.
2. Enter a date range and/or test number range to restrict the number of challenges you download to the text file.
3. Click the Download to Disk button.
4. Select a name for the text file and a path to where you would like it to be saved, then click OK.

NOTE: The default file name is CHALLENG.TXT. If the file already exists, you will be asked if you would like to append the Question Challenges to the end of the existing file.

### **Deleting Question Challenges From the Database:**

Once you have printed and/or downloaded the Question Challenges and reported the valid ones to the CerTest point of contact specified in your Procedural Guide, you may wish to remove them from the database.

1. Select Print/Download Question Challenges from the File Menu.
2. Enter a date range and/or test number range to restrict the number of challenges you delete.
3. Click the Delete button.

You will be prompted to confirm that you wish to permanently delete the challenges from the database.

4. Click Yes.